

CAPITOL RESTORATION RELOCATION PROJECT MANAGER

Join the Capitol Restoration Team!

\$18.27 to \$23.08
Depending on Experience

The Capitol Restoration Project, an approximate 30 month project, will begin soon. Join the Restoration Project Team and help make history.

This position will focus on relocating the Governor and other elected officials and their respective staff to temporary offices during the Capitol Restoration; work closely with representatives from each elected official's office as well as coordinate relocation efforts with the Legislative Relocation Project Manager, architects, and contract personnel.

GENERAL INFORMATION:

The position will work under the supervision of the Deputy Administrator, Division of Public Works, Department of Administration. **This is a limited service position of approximately 3 year duration.**

PRINCIPAL JOB DUTIES:

- Identify specific temporary office space requirements for the elected officials and staff members that will be moving out of the Capitol Building during restoration construction activities.
- Inventory existing furnishings and equipment. Identify what items will be moved to temporary office areas, disposed of, or stored.
- Develop layouts for temporary offices including location of furnishings and equipment.
- Review and analyze proposed temporary locations for needed improvements such as additional electrical outlets, data ports, lighting, etc.
- Ensure temporary office space is ready for occupancy at the schedule times including the coordination and installation of phone and data lines and utility systems..
- Work closely with elected officials' staff to develop a moving plan for each group in the Capitol Building.
- Research and develop requests for proposals for moving services to and from temporary office space.
- Schedule and arrange for moving of furniture and equipment.
- Provide reports of move planning activities to Department of Administration's restoration management team.
- Work within established relocation budgets and track relocation costs to stay within allocated funds.

- Provide similar activities in respect to moving occupants back into the Capitol Building after the restoration construction is complete.

MINIMUM REQUIREMENTS:Experience:

2 yrs. experience commercial or professional office space planning; large scale project management; working effectively with all levels of management; coordinating relocation efforts; developing and maintaining records, spreadsheets and reports; AutoCad program.

Knowledge:

Good knowledge of spreadsheets (Excel) and word processing programs.

Ability to:

Organize large scale projects; read and interpret policies and procedures; communicate and interact with all levels of government; develop and maintain records and reports; analyze cost-effective alternative methods of moving goods; manage financial resources.

TO APPLY:

By August 25, 2006, submit letter of application (cover letter) AND customized resume that addresses the minimum qualifications for this announcement to:

Attn: Jan Frew

Capitol Restoration Project Manager

502 N. 4th Street

P.O. Box 83720

Boise, Idaho 83720-0072

Or email to: jan.frew@adm.idaho.gov

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.